



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATIONS
NUMBER 19 OF 2022

ABOUT

VULNERABLE POPULATION REGISTRATION SERVICE
INTEGRATED TOGETHER

BY THE GRACE OF ALMIGHTY GOD

REGENT SUKOHARJO,

Considering: a. that in the context of orderly population administration, especially for vulnerable population population administration in Sukoharjo Regency so that

obtain guarantees and access to population documents,
it is necessary to collect data on vulnerable population population administration as a
basis for issuing population documents;

b. that in order to improve services to the community that are fast, effective, efficient, easy
in registering vulnerable population population administration involving various
stakeholders, it is necessary to innovate through joint integrated vulnerable population
data collection mobile services;

c. that based on the provisions of Article 3 paragraph (3) of the Minister of Home Affairs
Regulation Number 96 of 2019 concerning Data Collection and Issuance of Population
Documents for Population Administration Vulnerable Populations,

states that data collection and issuance of population documents for vulnerable
populations is carried out by the Regency/City Population and Civil Registry Department;
by

d. that based on the considerations as intended in letters a, b, and c, it is necessary to
stipulate a Regent's Regulation concerning Joint Integrated Vulnerable Population Data
Collection Mobile Services;

Bearing in mind: 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province
of Central Java as amended by Law Number 9 of 1965 concerning the Establishment
of the Batang II Level Region by amending Law No. 13 of 1950 concerning the
Establishment of Regency Regions within the Province of Central Java (State Gazette
of 1965 Number 52, Supplement to State Gazette Number 2757);

2. Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2006 Number 124, Supplement to State Gazette of the Republic of Indonesia Number 4674), as amended by Law Number 24 of 2013 concerning Amendments to Law Number 23 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2013 Number 232, Supplement to the State Gazette of the Republic of Indonesia Number 5475);
3. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11 of 2020 concerning Job Creation (State Gazette Republic of Indonesia Year 2020 Number 245, Supplement to the Indonesian State Gazette Number 6573);
4. Government Regulation Number 40 of 2019 concerning Implementation of Law Number 23 of 2006 concerning Population Administration as amended by Law Number 24 of 2013 concerning Amendments to Law Number 23 of 2006 concerning Population Administration (State Gazette of the Republic of Indonesia of 2019 Number 102, Supplement to the State Gazette of the Republic of Indonesia Number 6354);
5. Presidential Regulation Number 96 of 2018 concerning Procedures for Population Registration and Civil Registration (State Gazette of the Republic of Indonesia of 2018 Number 184);
6. Sukoharjo Regency Regional Regulation Number 5 of 2010 concerning the Implementation of Population Administration (Sukoharjo Regency Regional Gazette of 2010 Number 5, Supplement to Sukoharjo Regency Regional Gazette Number 172) as amended several times, most recently by Sukoharjo Regency Regional Regulation Number 16 of 2017 concerning Second Amendment on Regional Regulation Number 5 of 2010 concerning the Implementation of Population Administration (Sukoharjo Regency Regional Gazette of 2017 Number 16, Supplement to Sukoharjo Regency Regional Gazette Number 256);
7. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (Sukoharjo Regency Regional Gazette of 2016 Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);
8. Minister of Home Affairs Regulation Number 119 of 2017 concerning Appointment and Dismissal and Main Duties of Civil Registration Officials and Registration Officers (State Gazette of the Republic of Indonesia of 2017 Number 1765);
9. Minister of Home Affairs Regulation Number 96 of 2019 concerning Data Collection and Issuance of Population Documents for Population Administration Vulnerable Populations (State Gazette of the Republic of Indonesia of 2019 Number 1479);

10. Minister of Home Affairs Regulation Number 108 of 2019 concerning Implementing Regulations of Presidential Regulation Number 96 of 2018 concerning Requirements and Procedures for Population Registration and Civil Registration (State Gazette of the Republic of Indonesia of 2019 Number 1789);

DECIDE:

Set

: REGENT'S REGULATION CONCERNING MOBILE SERVICES
JOINT INTEGRATED REGISTRATION OF VULNERABLE POPULATIONS.

CHAPTER I

INTRODUCTION

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of Regional Government who leads the implementation of existing government affairs autonomous regional authority.
3. The Regent is the Regent of Sukoharjo.
4. Service is the Population and Civil Registration Service of Sukoharjo Regency.
5. The Head of Service is the Head of the Population Service and Sukoharjo Regency Civil Registration.
6. Serving around integrated data collection on vulnerable populations, hereinafter referred to as "MAKE PETAN TUMA" is a population administration data collection service on vulnerable populations carried out jointly with various stakeholders.
7. Registration Officer is an employee who is given the task and responsibility of providing reporting services on population events and important events as well as managing and presenting population data in villages/sub-districts or other names.
8. Population Administration is a series of structuring and controlling activities in the publication of population documents and data through population registration, civil registration, management of Population Administration information and utilization of the results for public services and development of other sectors.

9. Population Registration is the recording of population biodata, recording of reporting of population events and Population Administration data collection on vulnerable populations as well as the issuance of population documents in the form of identity cards or population certificates. Civil Registration is the recording of important events experienced by a person in the Civil Registration register at the Implementing Agency.
10. Important events are events experienced by a person including birth, death, stillbirth, marriage, divorce, child recognition, child validation, child adoption, name change and change in citizenship status.
11. Residents are Indonesian citizens and foreigners residing in Indonesia.
12. Population Administration Vulnerable Populations, hereinafter referred to as Vulnerable Populations, are residents who experience obstacles in obtaining population documents caused by natural disasters and social unrest.
13. Displaced Persons are Indonesian citizens who, for some reason, cannot fulfill their needs properly, whether spiritual, physical or social.
14. Persons with Disabilities are any person who experiences physical, intellectual, mental and/or sensory limitations for a long period of time who, in interacting with the environment, may experience obstacles and difficulties in participating fully and effectively with other citizens based on equal rights.
15. Natural Disaster Victims are Indonesian citizens and foreigners who experienced a series of events caused by nature, including earthquakes, tsunamis, volcanic eruptions, floods, droughts, hurricanes and landslides.
16. Population Victims of Social Disasters are Indonesian citizens and foreigners who experienced a series of events caused by humans which include social conflict, between groups or between communities and terror.
17. Disaster is an event or series of events that threatens and disrupts people's lives and livelihoods caused by either natural factors and/or non-natural factors or human factors, resulting in human casualties, environmental damage, property loss and psychological impacts.

18. Certificate of Replacement Identity Certificate, hereinafter abbreviated to SKPTI, is a temporary identity given to Residents of Natural Disaster Victims, Social Disaster Victims, Displaced People, Remote Communities, as well as Residents Occupying Forest Areas, state land and/or land in Land Cases as a replacement identity cards to the issuance of family cards, electronic identity cards, children's identity cards and excerpts from civil registration deeds.
19. Population Documents are official documents issued by implementing agencies that have legal force as authentic evidence resulting from Population Registration and civil registration services.
20. Data collection is an effort to collect data on the population of victims of natural disasters, victims of social disasters, displaced people, remote communities and residents who occupy forest areas, state land and/or land in land cases.
21. Family Card, hereinafter abbreviated as KK, is a family identity card which contains data about the name, structure and relationships within the family, as well as the identity of family members.
22. Electronic Resident Identification Card, hereinafter abbreviated as KTP-el, is a resident identity card equipped with a chip which is the official identity of the resident as proof of self issued by the Regency/City Dukcapil Office.
23. Population Administration Information System, hereinafter abbreviated as SIAK, is an information system that utilizes information and communication technology to facilitate the management of Population Administration information at the organizing and implementing agency levels as a single unit.
24. Form FR-1.02 is a Population Administration Vulnerable Population Data Collection form for victims of Natural Disasters, Victims of Social Disasters, Displaced People, Remote Communities and Residents Occupying Forest Areas, state land and/or land in Land Cases.
25. Form F-1.01 is a biodata form for Indonesian citizens or foreigners who have a limited permit card and permanent residence permit card.

Section 2

- (1) The Regional Government through the Department is organizing the MAKE PETAN TUMA innovation as an effort to increase public awareness to immediately have population documents.
- (2) The MAKE PETAN TUMA innovation aims to:
 - a. provide population administration services to vulnerable populations; And
 - b. realizing population administration services which is fast, effective, efficient and easy.

BAB II

SCOPE

Article 3

The scope of this Regent's Regulation includes:

- a. goals, objects and requirements;
- b. data collection and issuance of documents for vulnerable populations;
- c. TUMA FARMER MAKE mechanism;
- d. rights and obligations;
- e. person in charge of organizing;
- f. community participation; And
- g. funding.

CHAPTER III

GOALS, OBJECTS AND REQUIREMENTS

Part One

Target

Article 4

The target of MAKE PETAN TUMA is Vulnerable Population who do not yet have a Family Card or e-KTP.

The second part

Object

Article 5

The objects of MAKE PETAN TUMA are:

- a. Population Victims of Natural Disasters;
- b. Residents of Social Disaster Victims;
- c. Displaced Persons;
- d. Persons with Disabilities;
- e. people with mental disorders;
- f. Elderly; and/or
- g. sick person.

Part Three

Condition

Article 6

(1) The requirements for MAKE PETAN TUMA are:

- a. complete/fill in Form FR-1.02 for residents who are already listed in the population database; and/or
- b. fill in/complete the Biodata Form or Form F 1.01 for residents who are not yet listed in the population database.

(2) For residents as intended in paragraph (1) letters a and b, who have not yet had biometric recording but are 17 (seventeen) years old or have/have been married, biometric recording will be carried out.

CHAPTER IV

RECORDING AND PUBLISHING DOCUMENTS

VULNERABLE POPULATIONS

Part One

Data Collection and Issuance of Documents for Disaster Victims

Natural and/or Social Disasters

Article 7

(1) Data collection and issuance of Population Documents for Vulnerable Populations for victims of natural disasters and/or social disasters is carried out in accordance with the scale of the disaster.

(2) Data collection on Vulnerable Populations for victims of natural disasters and/or social disasters is carried out at the following stages:

- a. emergency response; And

b. post-disaster.

- (3) Data collection on Vulnerable Populations at the emergency response stage as referred to in paragraph (2) letter a, is carried out to help accelerate victim identification.
- (4) Data collection on Vulnerable Populations at the post-disaster stage as referred to in paragraph (2) letter b, is carried out to identify ownership of Population Documents for disaster victims, population registration and issuance of Population Documents.

Article 8

- (1) Data collection on Vulnerable Populations at the emergency response stage as intended in Article 7 paragraph (2) letter a, takes the form of:
 - a. providing population data in areas affected by natural disasters and/or social disasters;
 - b. provision of portable fingerprint, iris and facial recognition equipment;
 - c. use of online disaster victim reporting applications;
 - d. checking victim data with the database population; And
 - e. report on the results of checking disaster victim data.
- (2) Providing population data in areas affected by natural disasters and/or social disasters as intended in paragraph (1) letter a, using the SIAK database which is prepared in a population data form format in areas affected by disasters.
- (3) The data as intended in paragraph (2) is used as a basis for collecting data and verifying disaster victims, issuing documents and other purposes in accordance with the provisions of statutory regulations.
- (4) In the event that population data is required outside the disaster area, the Service shall check the population data on the national database.
- (5) In the event that conditions in the field make it possible to carry out Population Administration services, the Service can provide identification of ownership of population documents for disaster victims, population registration and issuance of other population documents.

Article 9

- (1) Population registration services and the issuance of Population documents at the post-disaster stage as intended in Article 7 paragraph (2) letter b, consist of:
 - a. identification of ownership of population documents; and b. Population document issuance services.
- (2) Identification of ownership of population documents as intended in paragraph (1) letter a, is carried out to inventory lost/damaged population documents from residents of disaster victims.
- (3) The population document issuance service as intended in paragraph (1) letter b, is carried out to replace lost/damaged population documents for residents of disaster victims.
- (4) Population documents as intended in paragraph (2) and paragraph (3), are in accordance with the provisions of statutory regulations.
- (5) In the event that the victim loses their place of residence, is in a shelter/refugee place, or in another residence and is not yet listed in the population database, the victim is given an SKPTI as a replacement for the victim's identity.

Article 10

Data collection on vulnerable population victims of natural disasters and/or social disasters as intended in Article 8 paragraph (5) and Article 9, is carried out by:

- a. data collection on locations of natural disasters or social disasters;
- b. services at shelters/refugees; And
- c. online services via the Web.

Article 11

- (1) Procedures for implementing population data collection on victims of natural disasters and/or victims of social disasters as intended in Article 10 letters a and b, include:
 - a. officers carry out biometric checks to confirm the relevant data in the population database; b. for residents who are already listed in the population database, complete/fill in the Population Administration's Vulnerable Population Data Collection Form;

- c. for residents who are not yet listed in the population database, complete/complete the biodata form or Form F-1.01 in accordance with the provisions of statutory regulations; And
- d. For residents who die, death certificates are issued in accordance with statutory provisions.

(2) The implementation of population data collection on victims of natural disasters and/or victims of social disasters as referred to in Article 10 letter c, is carried out independently by disaster victims through an application prepared by the Directorate General of Population and Civil Registration.

Article 12

- (1) In the event that a foreigner holding a limited residence permit card and permanent residence permit card becomes a disaster victim, the Service according to the Disaster scale shall issue an SKPTI.
- (2) Issuance of SKPTI is carried out in the following manner:
 - a. officers carry out biometric checks to confirm the relevant data in the population database;
 - b. for foreigners who have a limited residence permit card and a permanent residence permit card that is already listed in the population database, complete/fill in the Vulnerable Population Data Form;
 - c. for foreigners who have a limited stay permit card and a permanent stay permit card that is not yet listed in the population database, complete/complete the Biodata Form or Form F 1.01 in accordance with the provisions of the statutory regulations;
 - d. the results of the data collection as intended in letters a and c, population documents are issued in accordance with the provisions of statutory regulations; And
 - e. The results of the data collection and issuance of Population Documents as intended in letter d, are summarized in the Vulnerable Population data collection recapitulation form.
- (3) In the event that a foreigner holding a visit visa is a disaster victim who dies, the Department in accordance with the scale of the disaster shall issue a death certificate in accordance with the provisions of statutory regulations.

The second part
Data Collection and Issuance of Population Documents
For Displaced People

Article 13

- (1) Data collection and issuance of Population Documents for Vulnerable Populations as intended in Article 5 letter c, is carried out by the Service.
- (2) Data collection as referred to in paragraph (1), is carried out by visiting designated places that include at least:
 - a. orphanage;
 - b. nursing home;
 - c. social homes;
 - d. psychiatric hospital;
 - e. Correctional Institution; and/or
 - f. other shelters.
- (3) Determination of the designated place as intended in paragraph (2) is carried out together with the relevant regional apparatus.
- (4) The Service coordinates actively with relevant regional apparatus to determine the location for data collection on vulnerable populations as intended in paragraph (2).
- (5) Apart from visiting certain places as intended in paragraph (2), the Service can collect data and issue population documents for children and adults who live on the street and/or outside family care.
- (6) Data collection and issuance of population documents for children and adults living on the street and/or outside family care as intended in paragraph (5), is carried out together with the relevant regional apparatus.

Article 14

- (1) Procedures for implementing data collection on displaced persons as intended in Article 13 paragraph (1), are carried out by:
 - a. officers carry out biometric checks to confirm the relevant data in the population database;

- b. for residents who are already listed in the population database, complete/fill in Form FR1.02;
- c. for residents who are not yet listed in the population database, complete/complete the Biodata Form or Form F-1.01 in accordance with the provisions of statutory regulations;
- d. for residents as intended in letters b and c who have not yet had biometric recording but are already 17 (seventeen) years old or are/have been married, biometric recording will be carried out;
- e. the results of the data collection as intended in letters b and c will issue population documents in accordance with the provisions of statutory regulations; And
- f. The results of data collection and the issuance of population documents as intended in letter d are summarized in a data collection recapitulation form for Vulnerable Populations.

Article 15

- (1) Procedures for implementing data collection on displaced persons as intended in Article 13 paragraph (5), are carried out by:
 - a. officers carry out biometric checks to confirm the relevant data in the population database;
 - b. for residents who are already listed in the population database, complete/fill in Form FR-1.02 or the Population Administration's Vulnerable Population Data Collection Form;
 - c. for residents who are not yet listed in the population database, complete Form F 1.01 in accordance with the provisions of statutory regulations;
 - d. for residents as referred to in letters b and c who have not yet had biometric recording but are 17 (seventeen) years old or are/have been married, biometric recording will be carried out;
 - e. the results of the Data Collection as intended in letter b are issued Population Documents in accordance with statutory regulations;
 - f. the results of the data collection as intended in letter c are published by SKPTI; And
 - g. The results of data collection and issuance of population documents as referred to in letters e and f are summarized in a data collection recapitulation form for vulnerable populations.

Article 16

Data collection and issuance of Population Documents for Vulnerable Populations as intended in Article 5 letter d, letter e, letter f, and letter g mutatis mutandis data collection and issuance of population documents for Displaced People as intended in Article 15.

Article 17

- (1) MAKE PETAN TUMA is carried out by the Data Collection Team.
- (2) The Data Collection Team as intended in paragraph (1) in carrying out its duties involves relevant stakeholders.
- (3) Data Collection Team as intended in paragraph (1) formed by Decree of the Regional Secretary.

BAB V

TUMA FARM MAKE MECHANISM

Article 18

MAKE PETAN TUMA is carried out through the mechanism:

- a. formation of a data collection team;
- b. data collection preparation coordination meeting;
- c. determine target areas based on community reports or potential Vulnerable Population data collection data;
- d. coordinating with stakeholders in the area including the sub-district head and village/sub-district heads;
- e. notify the data collection schedule; And
- f. carry out data collection.

Article 19

- (1) The results of MAKE PETAN TUMA as intended in Article 18 are processed by the Service.
- (2) The results of the processing as intended in paragraph (1) are expressed in the form of Vulnerable Population data.
- (3) Vulnerable Population Data as intended in paragraph (2) is used as the basis for the Service to provide Population Document services for Vulnerable Populations.

Article 20

- (1) Population Document Services through resident registration from MAKE PETAN TUMA as intended in Article 19 paragraph (3) in the form of KK and e-KTP services.
- (2) KK and e-KTP service mechanisms as follows referred to in paragraph (1), namely:
 - a. the service team came directly to the place Vulnerable Population;
 - b. the applicant submits the requirements in accordance with statutory regulations;
 - c. the service team checks data via fingerprints and iris;
 - d. The team recorded photos of faces and signs hands;
 - e. the results of the checks and requirements provided by the applicant are brought to the Department for issuance of KK and e-KTP; And
 - f. The KK and e-KTP are delivered directly to the applicant at the resident's location or through a goods delivery service.
- (3) In the event that Vulnerable Populations cannot yet be issued a KK and/or e-KTP as intended in paragraph (2) letter e, then SKPTI is given.

Article 21

- (1) In addition to population registration services as intended in Article 20, Vulnerable Populations can also obtain documents for civil registration services.
- (2) Procedures and mechanisms for serving civil registration documents as intended in paragraph (1) are carried out in accordance with the provisions of statutory regulations.

BAB VI
RIGHTS AND OBLIGATIONS

Article 22

- (1) Rights of Vulnerable Populations, namely:
- a. obtain the required information related to data collection on population administration services;
 - b. obtain population administration services;
and
 - c. obtain population documents in accordance with statutory provisions.
- (2) The obligation of Vulnerable Populations is to provide correct information and data in order to obtain population documents in accordance with the provisions of statutory regulations.
- (3) Vulnerable Populations who do not fulfill the obligations as intended in paragraph (2), will be subject to sanctions in accordance with the provisions of statutory regulations.

BAB VII
RESPONSIBLE ORGANIZER

Article 23

In supporting the implementation of MAKE PETAN TUMA and the issuance of Population Documents for Vulnerable Populations is determined by Regional and Departmental responsibilities.

Article 24

- (1) The Regional Person in Charge as intended in Article 23 is the Head of Service.
- (2) The person in charge of the Service as intended in Article 23 is the official in charge of population registration services.

BAB VIII
COMMUNITY PARTICIPATION

Article 25

- (1) The community, in the context of carrying out data collection on Vulnerable Populations, can participate in providing information on the whereabouts of Vulnerable Populations in their area.
- (2) The provision of information as intended in paragraph (1) can be provided directly to:
- The. Dinas;
- b. Registration Officer at the Village/ Subdistrict; and/or respectively
- c. Reporting via network applications.

Chapter IX
FUNDING

Article 26

Funding for the implementation of data collection and publication Population Documents for Vulnerable Populations can be sourced from:

- a. State budget;
- b. Provincial Regional Revenue and Expenditure Budget; and/or
- c. Regional Revenue and Expenditure Budget.

CHAPTER X

CLOSING

Article 27

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Set in Sukoharjo
on April 18, 2022
REGENT SUKOHARJO,

signed

ETIK SURYANI

Promulgated in Sukoharjo on
April 18 2022

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2022 NUMBER 19

The copy corresponds to the original
HEAD OF LEGAL SECTION,

signed

RETNO WIDIYANTI B, SH

NIP Level I

Arranger. 19790801 200501 2 010